

# VACANCY ANNOUNCEMENT



MARINE CORPS BASE HAWAII  
 MCCS Personnel Office  
[www.mccshawaii.com](http://www.mccshawaii.com)  
 Box 63073 MCBH, Kaneohe Bay, HI 96863-3073  
 Fax 808-254-4888

<b>POSITION:</b>	<b>CHILDREN AND YOUTH PROGRAM ASSISTANT</b>		
<b>SALARY:</b>	\$10.04 Per Hour (Lower Level) \$10.96 Per Hour (Higher Level)	<b>SERIES NUMBER:</b>	<b>CY-1702-01</b>
<b>ANNOUNCEMENT #:</b>	<b>0004-10</b>	<b>OPEN DATE:</b>	<b>01/06/10</b>
<b>LOCATION:</b>	<b>Marine and Family Services – CDC Kupulau</b>	<b>FIRST CUT OFF DATE:</b>	<b>Open Continuous</b>
<b>AREA OF CONSIDERATION:</b>	<b>All Sources</b>	<b>HOURS: Mon – Fri / 6:00 a.m. – 6 p.m.</b> <b>**Hours subject to change based on business requirements**</b>	
<input checked="" type="checkbox"/> <b>Background Check Required and/or Investigative Consumer Report</b>	<input checked="" type="checkbox"/> <b>Salary to be increased by COLA (Subject to change)</b>	<input type="checkbox"/> <b>Valid Drivers License Required</b>	
<input checked="" type="checkbox"/> <b>Minimum Age Requirement 18</b>	<input type="checkbox"/> <b>Minimum Age 21 Required</b>	<input type="checkbox"/> <b>Resume/Cover Letter Required</b>	
<input type="checkbox"/> <b>Pre-Employment Drug Test</b>	<input checked="" type="checkbox"/> <b>Health Card Required</b>	<input type="checkbox"/> <b>RFT</b> <input type="checkbox"/> <b>RPT</b> <input checked="" type="checkbox"/> <b>FLEX</b>	

**DUTIES:** Assists in planning and conducting an effective early childhood education program. Reviews and implements daily schedules and individualized, developmentally appropriate activity plans. Coordinates appropriate play and learning activities. Interacts with children during program activities. Creates and submits required reports in an accurate and timely manner. Participates in conferences with parents and supervisors. Performs other duties as assigned.

**QUALIFICATION REQUIREMENTS:** NATIONAL AGENCY CHECK AND STATE CRIMINAL HISTORY REPOSITORY CHECK CLEARANCE IS REQUIRED. Knowledge and experience in early childhood development techniques are preferred, and applicants must display mature judgment, a good rapport with children, and ability to communicate with parents. Applicants at the \*CY-I lower level must be at least 18 years of age, have completed high school diploma or equivalent. Three (3) months of formal early childhood development experience is preferred or six (6) months elementary school teaching assistance. Promotion to a higher level is without competition when meeting applicable training or educational requirements. At \*CY-I higher level, candidates must have a minimum of six (6) months experience in working with children in a formal group childcare setting and have completed the initial basic training requirements or have completed a combination of basic training and college credits in equivalent requirements. Flexible appointments made under this announcement may become regular part time and/or promotion to a higher level may be made without further competition when training modules and/or educational requirements are met.

**FILING INSTRUCTIONS:** A completed MCCS employment application to the NAF Personnel Office. Failure to address these requirements and/or failure to fully complete the employment application form will preclude consideration.

**WHAT TO FILE:** An application may be obtained at the NAF Personnel Office or by visiting our website at [www.mccshawaii.com](http://www.mccshawaii.com).  
**CURRENT MCCS HAWAII EMPLOYEES:** Submit APPLICATION FORM NAF 0910 FORM P-455.

**WHERE TO FILE:** MCCS Human Resources Bldg. 219 MCBH. Fax to (808)-254-4888 or mail to NAF Personnel Office, Box 63073 MCBH, Kaneohe Bay, HI 96863-3073. Submit on line application through [www.mccshawaii.com](http://www.mccshawaii.com) website by selecting MCCS NAF Job Listings and then choose Apply Now option.

**EVALUATION AND RANKING OF CANDIDATES:** All qualified applicants will receive consideration for employment regardless of race, religion, color, sex, national origin, political affiliation, marital status, membership or non-membership in an employee organization, age or handicap condition. Applicants who meet the qualifications will be evaluated.

**CONDITIONS OF EMPLOYMENT:** The U.S. Department of Homeland Security requires a mandatory national agency background check for all NAF employees, which is a condition of employment with MCCS Hawaii. In addition, direct deposit is also a mandatory requirement for employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** MCCS does not discriminate against race, color, national origin, age, sex, religion, physical or mental disability or reprisal. MCCS provides reasonable accommodations to applicants with disabilities. If you need reasonable accommodation for any part of our application and hiring process, please notify the NAF Personnel Office representative. The decision on granting reasonable accommodation will be on a case-by-case.

**NO FEAR ACT:** MCCS does not retaliate against an employee or applicant for making a protected disclosure. For more information, please refer to <http://www.eeoc.gov> and <http://www.osc.gov> or contact the Personnel Office.

**DFWP:** This activity is a Drug-free workplace. The use of illegal drugs by NAF employees, whether on or off duty, cannot and will not be tolerated. Federal employees have a right to a safe and secure workplace, and Marines, sailors, and their family members have a right to a reliable and productive Federal workforce.